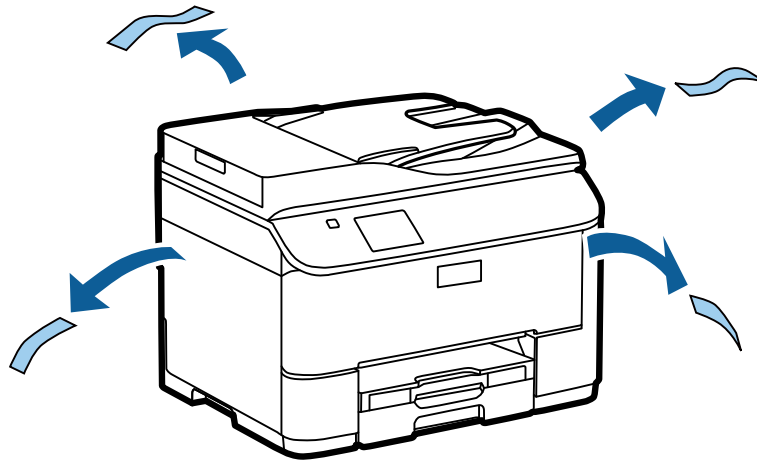**Hardware Setup Guide**

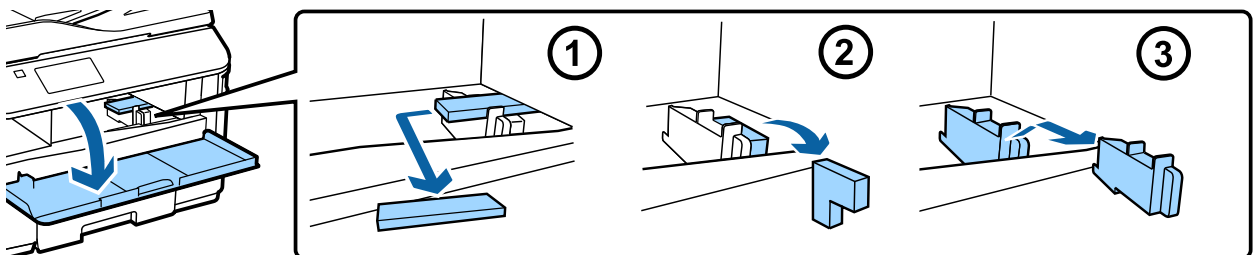# Hardware Setup Guide

Unpacking

Step. 1

Remove all protective materials.

> The illustrations in this manual are for a similar model. Although they may differ from your actual model, the method of operation is the same.

Step. 2
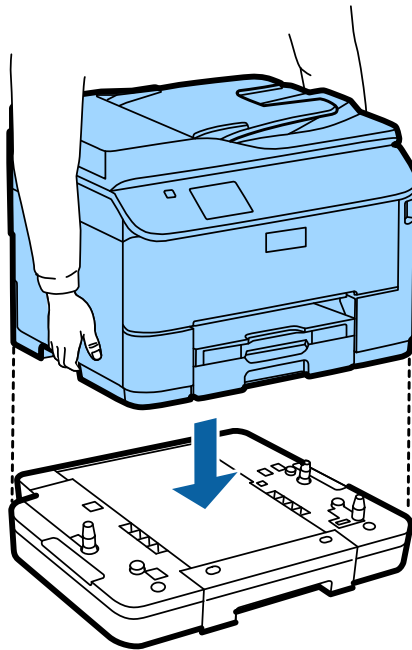
Remove all protective materials.

Installing the Optional Cassette Unit

For the WF-4630/5620/5690 series, an optional cassette unit is sold separately. If you do not have this unit, skip this step.

Hardware Setup Guide

Lower the product gently onto the unit so that the connector and two pins on the top of the unit fit into the terminal and the holes on the bottom of the product respectively.

Connecting the Product to a Phone Line

Connect a phone cable to the **LINE** port on the back of the product. Choose one of the following.

If you do not want to use the fax function, skip this step.

Connecting to PSTN (standard phone line) or PBX	Connecting to DSL	Connecting to ISDN

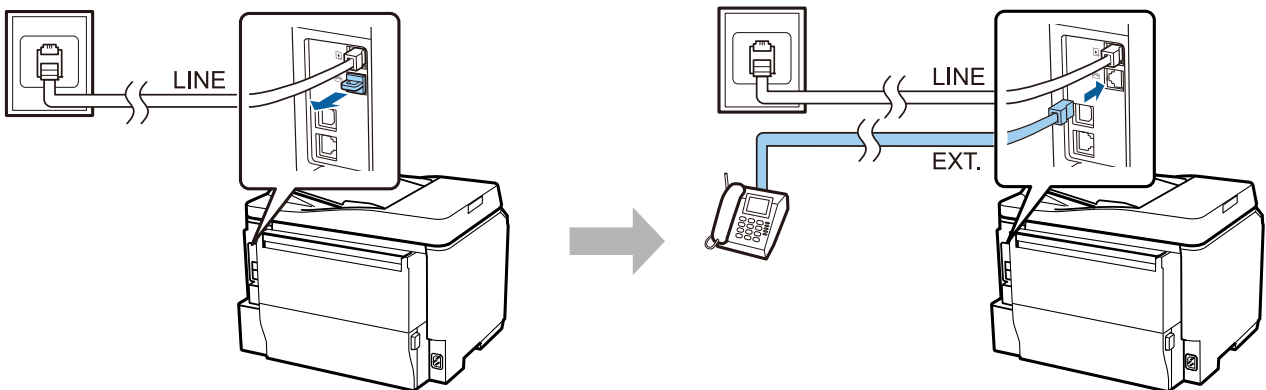| a	Telephone wall jack or PBX port
	If you have a PBX console in the room, connect the telephone cable from the console to the **LINE** port.

Hardware Setup Guide

b	DSL filter	
	If your DSL modem is equipped with a built-in DSL filter, you do not need a separate DSL filter.	
c	DSL modem	
d	ISDN wall jack	
e	Terminal adapter or ISDN router	

> Depending on the area, a phone cable may be included with the product. If so, use that cable. You may need to connect the phone cable to an adapter provided for your country or region.

Connecting a Phone Device

If you want to share the same phone line with your telephone or answering machine, remove the cap from the **EXT** port on the back of the product. Then connect a second phone cable to the phone device and to the **EXT** port.
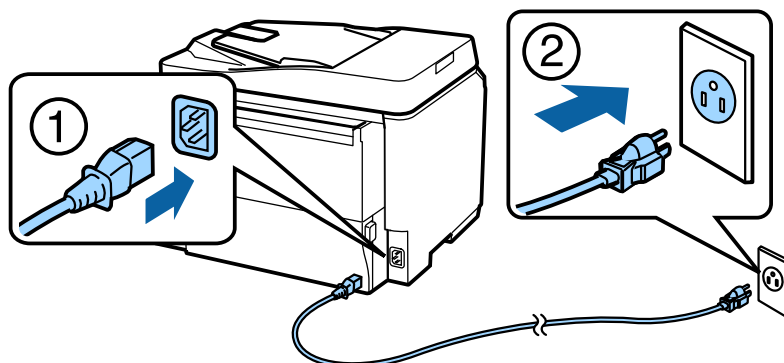
If you do not want to use the fax function, skip this step.

Turning on the Printer

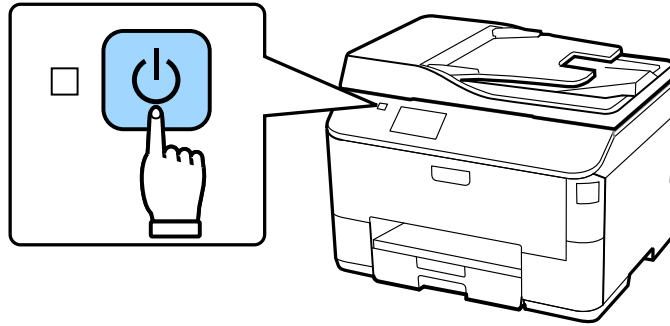### Step. 1

Connect the power cable and plug it in.

Step. 2

Turn on the printer.

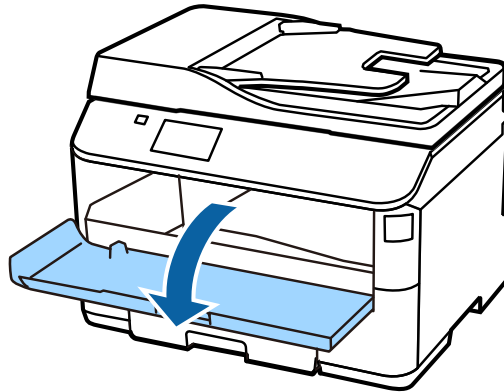| If an error occurs, check that no protective material has been left inside the printer. |
|---|

Selecting a Language, Country, and Time

Go to the printer, and then follow the instructions to select your language, country/region, and time.

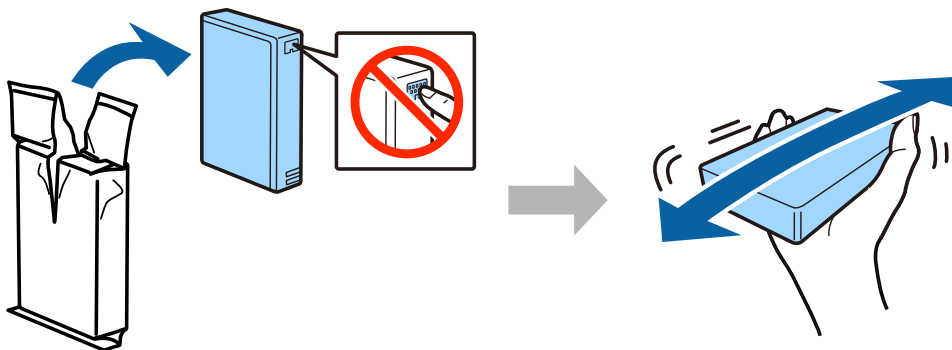**Hardware Setup Guide**

Installing Ink Cartridges
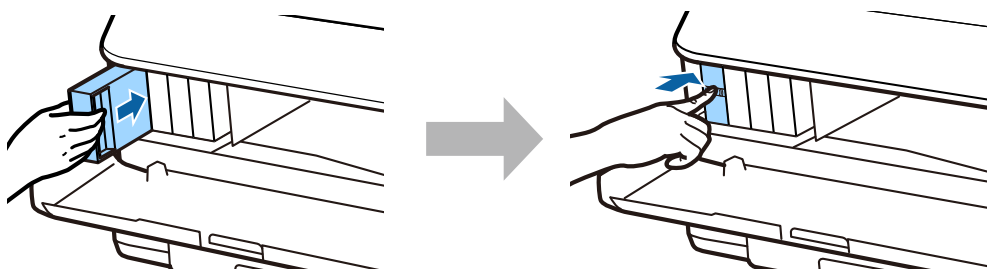
Step. 1

Open the front cover.

Step. 2

Remove all ink cartridges from their packaging. Shake the ink cartridge for 5 seconds 15 times horizontally in approximately 10 cm movements.

❏ For the initial setup, make sure you use the ink cartridges that came with this printer. These cartridges cannot be saved for later use.

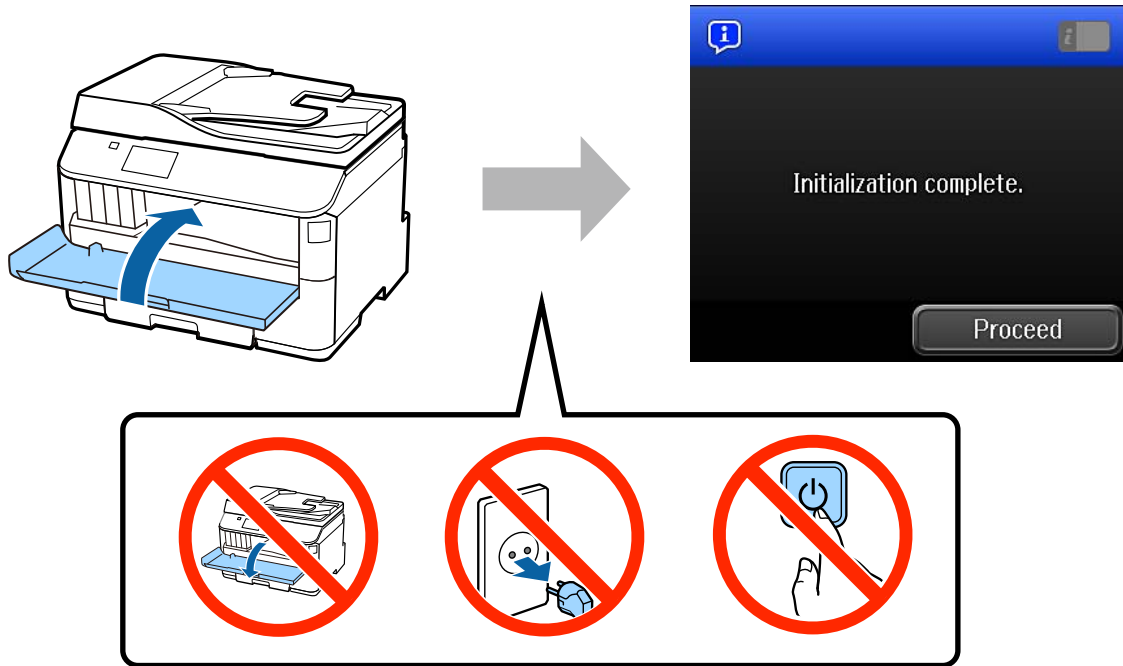❏ Do not touch the green chip on the side of the cartridge.

Step. 3

Insert all four cartridges. Press each one until it clicks.

Step. 4

Close the front cover. Ink charging starts. Wait until the charging is finished.
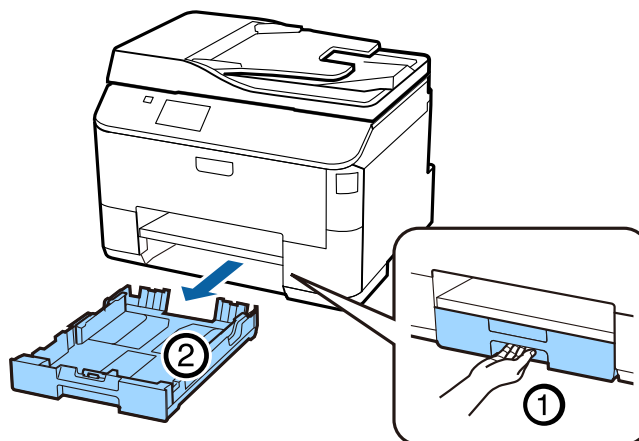

Initialization complete.

Proceed

> The initial ink cartridges will be partly used to charge the print head. These cartridges may print fewer pages compared to subsequent ink cartridges.
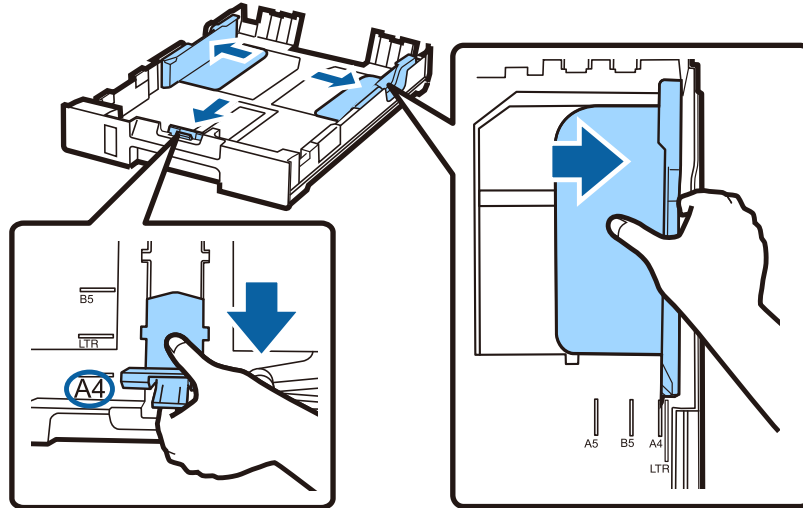
Loading Paper

Step. 1

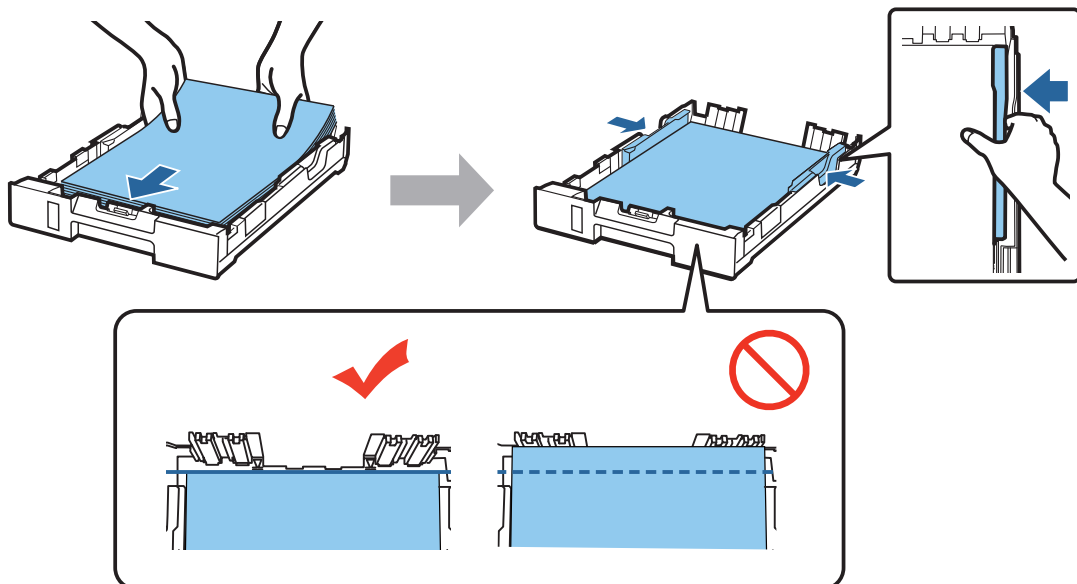Pull the paper cassette all the way out.

Step. 2

Pinch and slide the side edge guides to the sides of the paper cassette, and then slide the front edge guide to adjust to the paper size.

Step. 3

Load A4 paper toward the front edge guide with the printable side face down, and check that the paper is not sticking out from the end of the cassette.
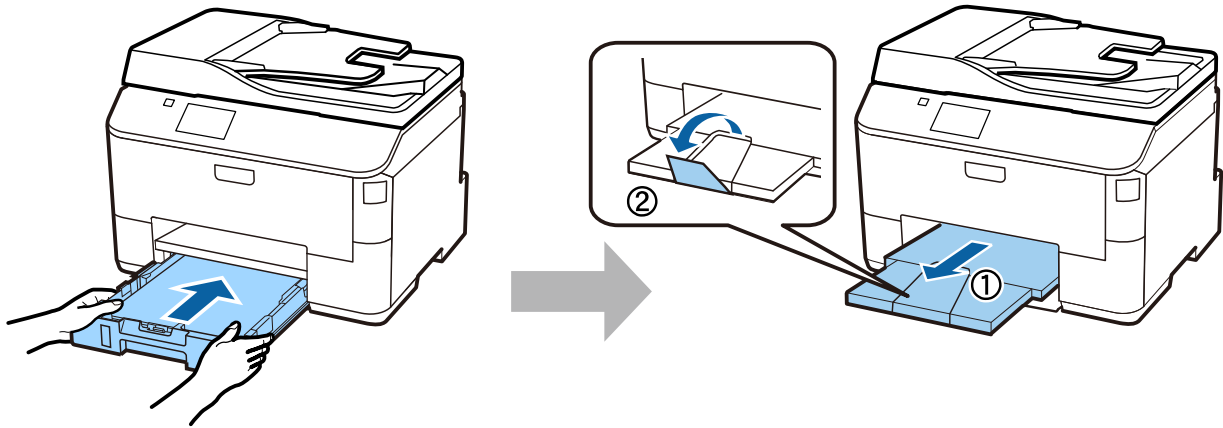
Slide the side edge guides until they are flush with the edges of the paper.
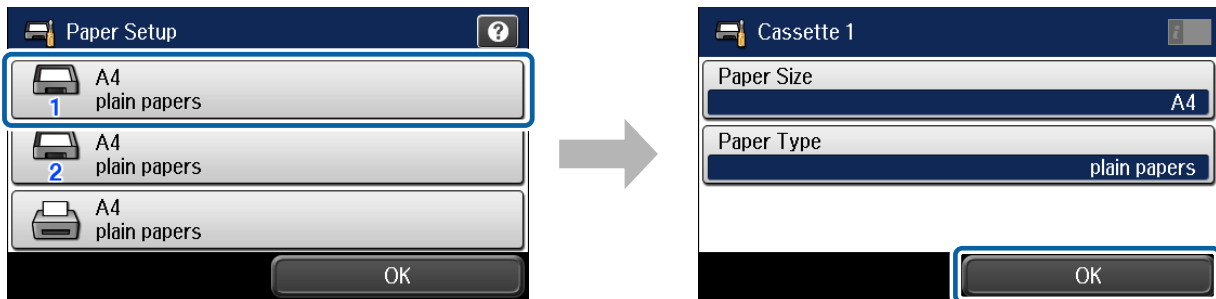
Step. 4

Keep the cassette flat and slowly and carefully reinsert it all the way into the product. Slide out the output tray and raise the stopper.

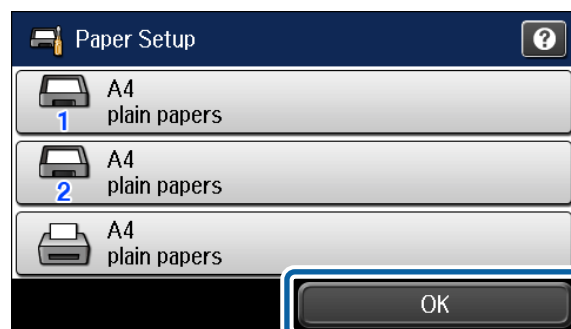# Selecting Paper Source Settings

Step. 1

Go to the printer. Select the paper source, and then select the paper size and paper type.

Step. 2

Set the paper size and paper type for the other sources. If you intend to load paper in these sources later, use the default settings for now.
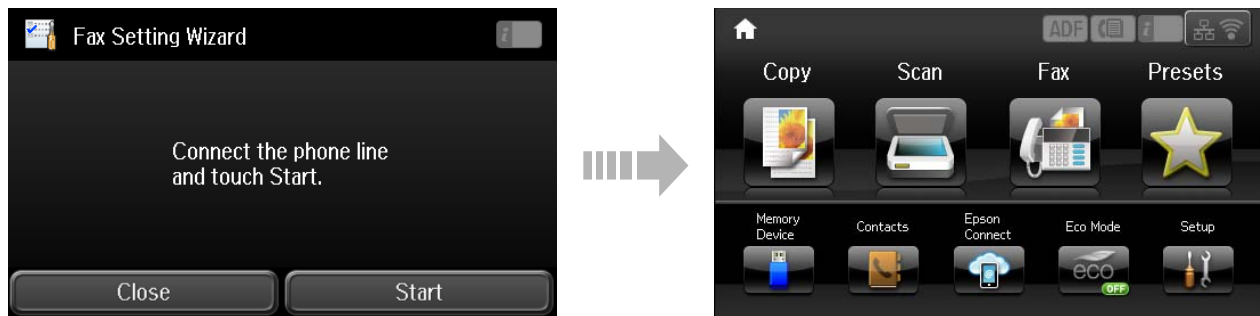

You can change these settings later.

Selecting Fax Settings

When the fax setting wizard screen is displayed on your printer's control panel, tap start to configure the minimum settings required for using the fax features. When setup is complete, the home screen is displayed.

To configure the fax settings later or if you do not want to use the fax function, close the fax setting screen. The home screen is displayed and the printer is ready for printing.

Information

Do you know that you can influence the impact you have on the environment when printing?

1. The type of paper you use has an influence on the environmental impact of your printer. Choosing paper certified under environmental stewardship initiatives, such as EN 12281:2002, or carrying recognised ecolabels, can help reduce your impact on the environment through the initiatives the manufacturers implement. For specific applications, lighter paper, such as 64 g/m² paper, can be used.

2. You can reduce your power consumption by purchasing Energy Star compliant products.

3. You can reduce your paper consumption and the impact on the environment by automatically printing on both sides of the page.

4. As standard, your printer has a power management function that powers down your product when not in use, which is a great energy saving feature.